



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

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Third District

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Fifth District

March 25, 2010

To: All Department Heads

Attention: Administrative Deputies

From: William T Fujioka
Chief Executive Officer

COMMUTER BENEFIT PLAN

On March 23, 2010, the Board of Supervisors approved the implementation of a new Commuter Benefit Plan for all County employees. The Board established this Plan to provide County employees with a tax-savings benefit and to encourage the use of public transportation.

A "kick-off" workshop will be held on April 7, 2010 for all departmental Personnel Officers and Employee Transportation Coordinators (ETCs) to provide an overview of Plan features, distribute Plan materials, and provide training regarding the distribution of materials and transit purchases to employees. A representative from the Plan's Third Party Administrator, Fringe Benefits Management Company, will give a presentation on how to enroll in the Plan using their on-line system. ETCs will play a major role in communicating the Plan benefits to interested employees in your department. The ETCs will also be responsible for providing information regarding enrollment and plan features to employees on an on-going basis.

Attached is a Flyer for the Workshop. Please distribute this flyer to the appropriate staff in your department. If you have any questions, please have your staff contact Ellen Sandt at (213) 974-1186 or esandt@ceo.lacounty.gov or Lorraine Sunday Brown at (213) 974-5951.

WTF: EFS
WGL:LSB:mst

Attachment

c: Board Transportation Deputies

N:\COMP - RFPs & Related\RFP - Commuter Benefit Program\Communication Materials\Department Head Memo CBP.docx

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

County of Los Angeles Commuter Benefit Program

You Are Invited!!

Finally, what County employees have been waiting for!
Introducing the new County of Los Angeles Commuter Benefit Program
where County employees can now save up to 40% on Public Transit costs
with Pre-Tax Dollars.

County of Los Angeles Commuter Benefit Program Workshop

When: April 7, 2010
1:30 p.m. (Registration begins at 1 p.m.)

Where: Department of Public Works
Conference Rooms A & B
900 S. Fremont Street
Alhambra, CA 91803

Come and learn about how the program will work. The workshop will cover everything you need to know to successfully market and implement this exciting new County program.

To reserve your seat, please RSVP to Juan Arredondo, L.A. County Employee Transportation Program Coordinator, at 213-974-1182 or jarredondo@ceo.lacounty.gov by **Friday, April 2, 2010.**

Always Remember...Clean Air is Everybody's Business!!

